How to Use the UPK Player

WHAT IS UPK?
The User Productivity Kit, also known as UPK, is an on-demand training tool that will allow you to learn how to use PeopleSoft, at your own pace, and at a time that fits into your work schedule.

UPK training content is delivered in an assortment of learning modes. The simulation modes, called "Playback Modes" include high quality, visual formats, which allow you to choose the mode most applicable to your individual learning style. We will use two playback modes (See It! and Try It!). In addition to the playback modes, printable documents called "job aids" will be available for most topics.

The See It! mode allows you to learn by watching the topic. All of the required activities, such as moving the mouse and entering data, are completed automatically. You can pause, resume, and replay the training at any time.

The Try It! mode is an interactive simulation that allows you to move through the steps. You will be prompted for mouse clicks and/or keystrokes to complete the task.

The Print It! mode will allow you to print documentation in the form of a Job Aid.

NOTE
The different modes (See It!, Try It!, or Print It!) will appear after the Topic level is selected.

VIEWING TOPICS (UPK OUTLINE)
The Outline appears on the left side of the UPK Player window. It will display available training topics. You can expand and collapse items by clicking the plus [+] and minus [-] symbols.

There are three levels in the outline:

Module
A module is used to organize a specific unit of learning. It can contain other documents such as sections, topics, or even other modules to form a component of an outline.

Section
A section is very similar to a module. The main difference between a section and module is its visual representation that can help you differentiate between the components of your outline and locate areas in the structure faster.

Topic
A topic represents a series of recorded steps that complete a task in an application. This is the training exercise level.

UPK SYSTEM REQUIREMENTS

<table>
<thead>
<tr>
<th>Browser</th>
<th>Operating System</th>
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</thead>
<tbody>
<tr>
<td>Internet Explorer (IE) 8, 9 or 10 - IE 8 is the most stable version</td>
<td>Windows 7; 32-bit or 64-bit</td>
</tr>
<tr>
<td>Mozilla Firefox 3.6 or later</td>
<td>Windows 7; 32-bit or 64-bit</td>
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<td></td>
<td>Macintosh OS X 10.2.x or later</td>
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NOTES
- You will need to disable popup blockers in order to use UPK. It is important that all popups be allowed not only on your browser, but also on any toolbars you may have on your computer, such as Google, Yahoo, etc.
- Java Script must be enabled
- Safari and Google Chrome browsers are not recommended when using UPK
# How to Use the UPK Player

<table>
<thead>
<tr>
<th>Step 1</th>
<th><strong>Click</strong> the <a href="https://zupk.shared.utsystem.edu/">https://zupk.shared.utsystem.edu/</a> link. The UPK Player will open in your browser.</th>
</tr>
</thead>
</table>
| Step 2 | **Expand** the appropriate Module (紫色) in the Outline section located on the left side of the player.  
**NOTE:** The Concept section, located on the right side of the player, provides background information about the highlighted Module, Section, or Topic. If the Topic is highlighted, an Information section will appear that will contain key information used in the simulated process. |
| Step 3 | **Expand** the appropriate Section (紫色) in the Outline section located on the left side of the player.  
**NOTE:** A Section is represented by a purple book in the pre-delivered topics. Once the topics are finalized by the UT Share training team, a Section will be represented by a blue book in the UPK player. |
| Step 4 | **Click** on a Topic (紫色). The Playback Mode section becomes available. |
| Step 5 | **Click** on the appropriate playback mode. The player opens up.  
**NOTE:** If you select the See It! mode, the player will begin automatically. If you select the Try It! mode, you will need to click the **start** link to begin the player. |

**End Procedure**